

M E M O R A N D U M

To: All Local Enforcement Agency Grantees**Date:** November 6, 2003**From:**

**Mindy Fox, Supervisor
LEA Training and Special Assistance Section
CALIFORNIA INTEGRATED WASTE MANAGEMENT BOARD****Subject: Local Enforcement Agency Grant and Recycled-Content Product Purchasing**

To increase recycled-content product purchasing, **Public Contract Code (PCC) 12210** requires all local and state public agencies to purchase recycled products instead of non-recycled products whenever available, assuming fitness and quality are equal and that the recycled products cost no more than the non-recycled products. This requirement for recycling certification is now incorporated into the LEA Grants Terms and Conditions and will be effective with the 2003-2004 LEA Grant cycle. Therefore, it is necessary to establish a system for Local Enforcement Agency (LEA) Grantees to report the percentage of recycled-content in products purchased with LEA Grant funds.

1. Recycled-Content Requirements

When purchasing recycled-content products with grant funds, the grantee should try to meet or exceed the recycled-content requirements in the following table when possible:

Product Categories	Content Requirements (Percent)
Paper products (PP)	50% Total Recycled 10% Postconsumer
Printing and writing paper (PWP)	30% Postconsumer
Plastic products (PL)	50% Total Recycled 10% Postconsumer
Steel products (ST)	25% Total Recycled 10% Postconsumer

- **Total Recycled-Content** – includes both, postconsumer and secondary material
- **Postconsumer material** – means any product that was purchased by the consumer, used, and then recycled into another product. An example of postconsumer material is newspaper that has been used and made into recycled-content newsprint or other recycled product.

2. **Recycled-Content Product Information** may be obtained from a variety of sources including:

- Vendors
- CIWMB Buy-Recycled database at: <http://www.ciwmb.ca.gov/RCP/>
- Product catalogues, labels, website listings

3. Enclosed are a sample and a blank form **CIWMB #74G-LEA – Recycled-Content Certification Form for Local Enforcement Agency Grants**. This form should be used to document the recycled-content for products purchased with LEA Grant funds. Please note:

- The LEA Grantee or the vendor may complete this form.
- A separate form should be used for each vendor.

4. Also enclosed is an LEA Grant Budget Report and Expense Form with the product categories listed for those items on the form. Refer to this form as a guide to determine the recycled content of products.

In the early stages of this reporting system, our goal is to develop a workable method for collecting and maintaining certification information. Therefore, it is recommended that you concentrate on major purchases using LEA Grant funds. The “Recycled-Content Certification Forms” should be submitted with the final accounting using the LEA Grant Budget Report and Expense Form.

Should you have any questions concerning this requirement, please contact JoAnn Jaschke of the State Agency Buy Recycled Campaign at (916) 341-6477 or Elaine Novak, LEA Grants Project Manager at (916) 341-6380.